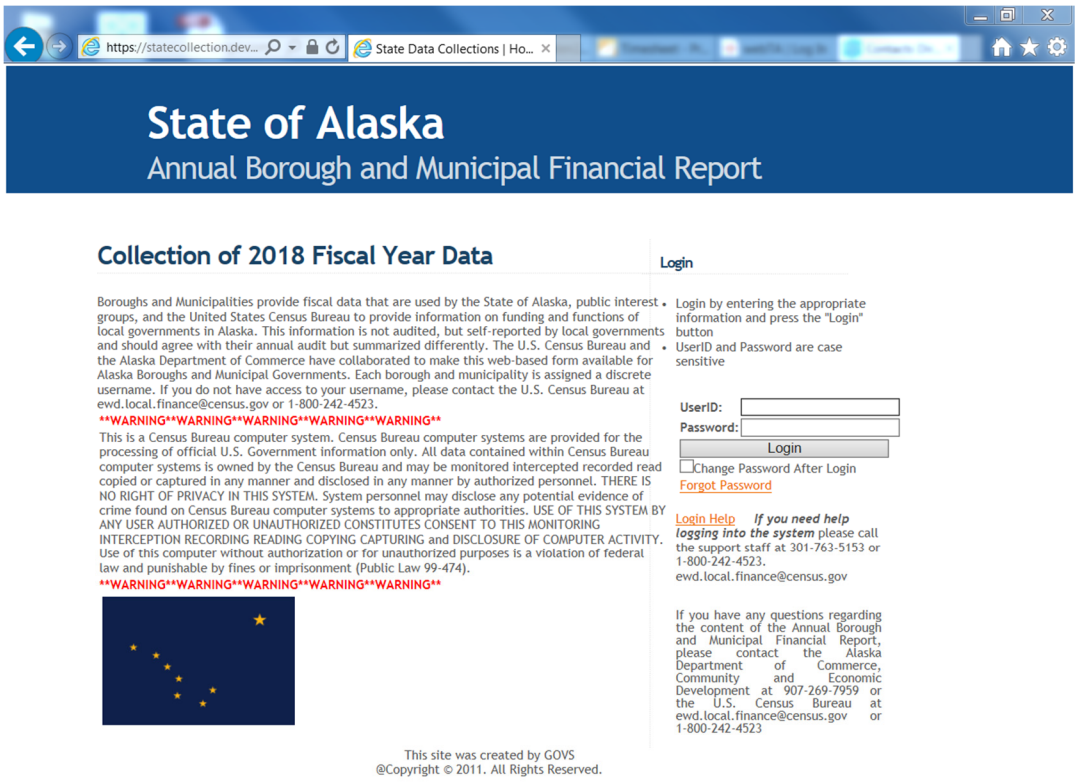
State Data Collection Website Instructions

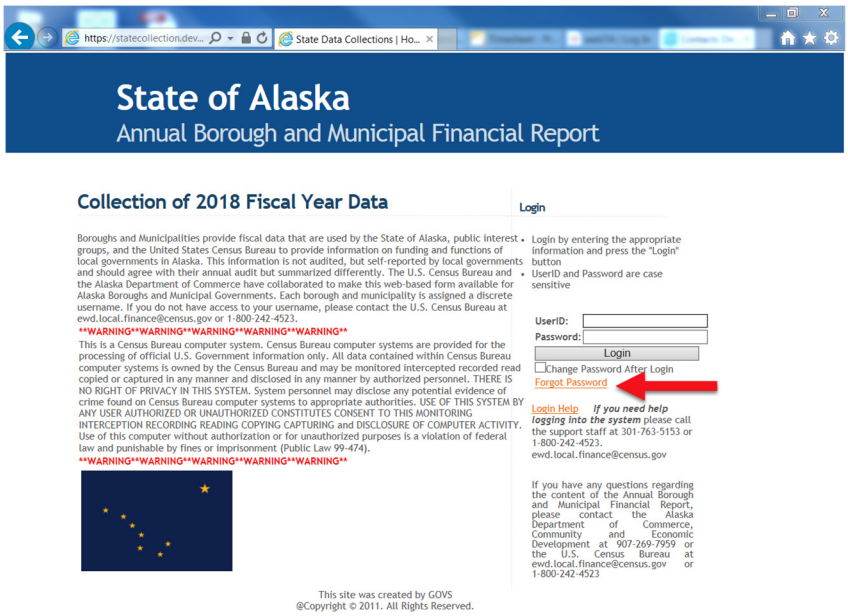
I. Logging In

a. In Browser, navigate to website https://harvester.census.gov/statecollection/states/ak



b. Enter userID (lowercase letters only) and password. See section c if this is the first time logging into the system.
Note: UserID provided in the initial notification letter.

c. If it is your first time logging into the system, click ‘Forgot Password’ to create a password for the account.



d. Enter UserID and Email address associated with the account and click ‘Reset Password’.

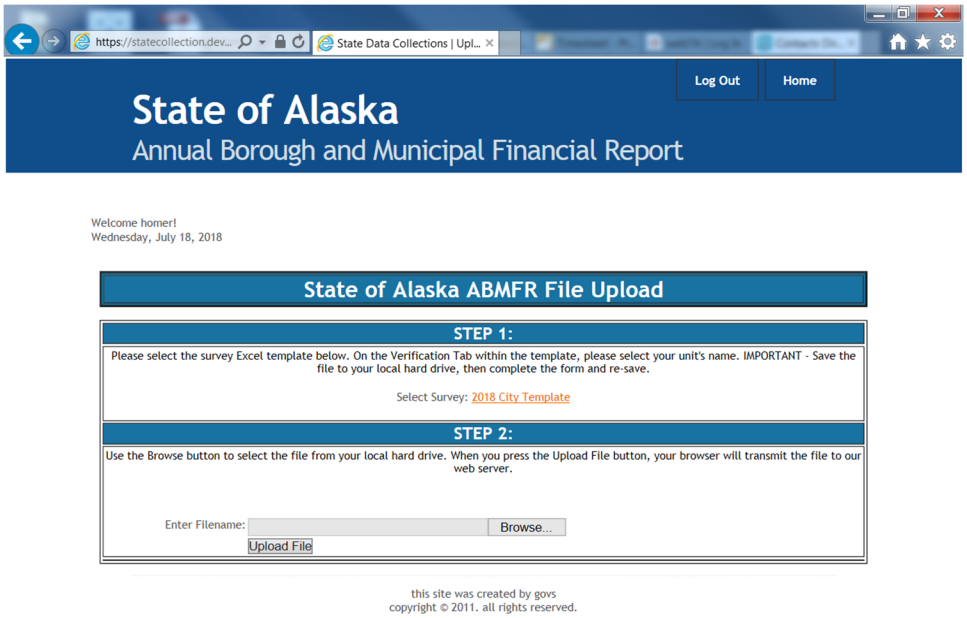
e. Two emails will be sent to the email address associated with the account (from Kristen.i.ricks@census.gov), one verifying the UserID and one containing a link back to the website to create a new password.

   Note: If emails are not received or an error message is received, please contact the Census support staff at ewd.local.finance@census.gov.

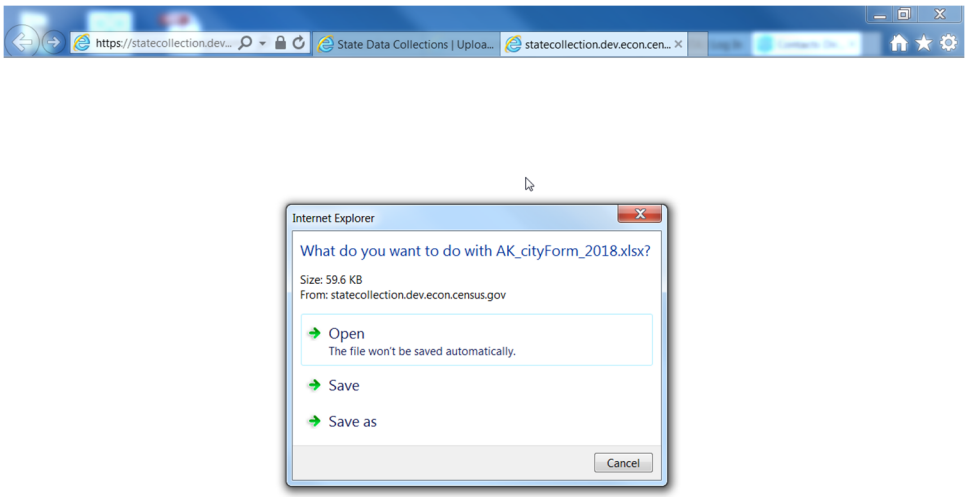
f. After clicking on the link, create a password containing at least 12 characters with one uppercase character, one lowercase character, a number, and a special character (!, @, #, $, & are known acceptable special characters).
g. Confirm the password by re-entering it into the next space provided.
h. Click 'Continue,' which returns user to the home screen.
i. Enter UserID and newly created password.
j. Click 'Login.'

II. Download Survey

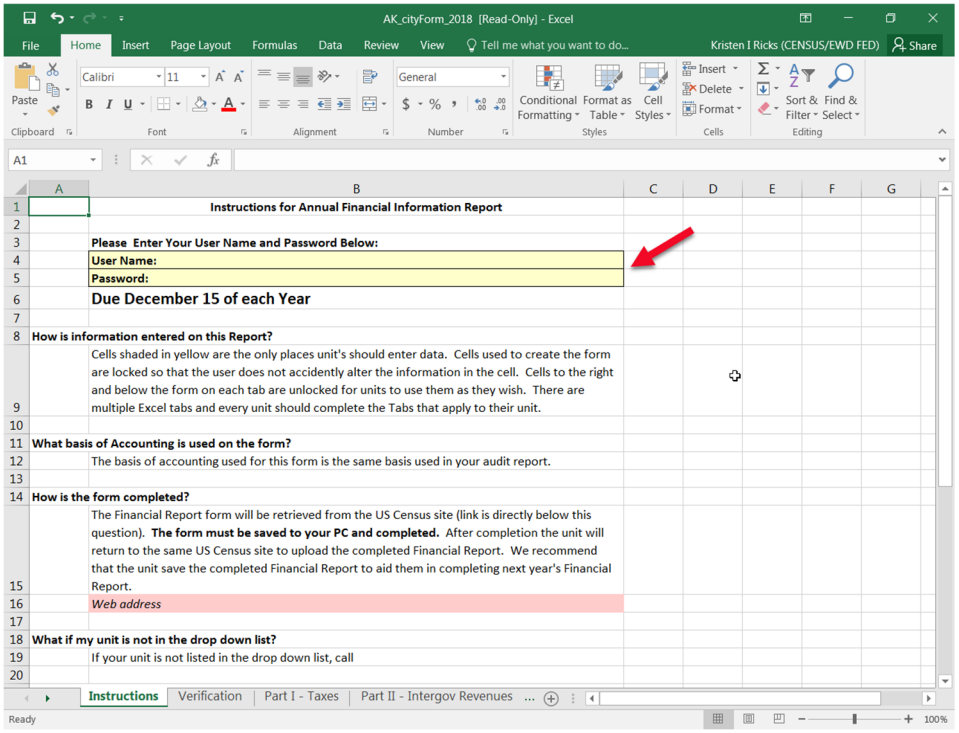
a. Select '2018 City Template' to download the Annual Financial Report.



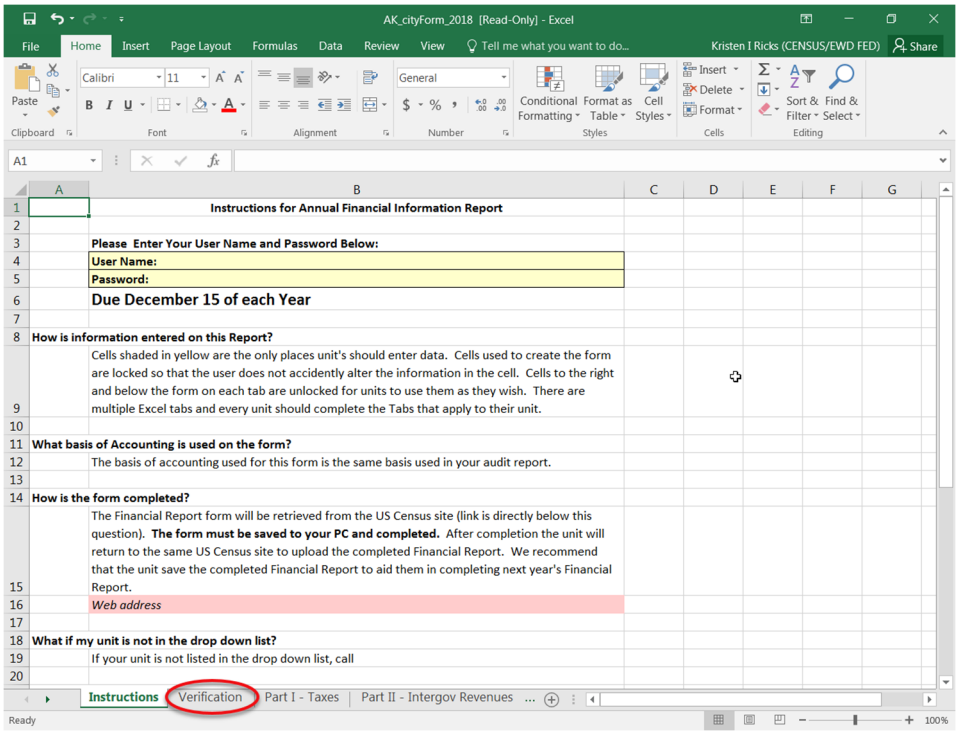
b. From the pop-up window, select 'Open.'


https://statecollection.dev...
State Data Collections | Uploa...
statecollection.dev.econ.cen...
Internet Explorer
What do you want to do with AK_cityForm_2018.xlsx?
Size: 59.6 KB
From: statecollection.dev.econ.census.gov
Open
The file won't be saved automatically.
Save
Save as
Cancel

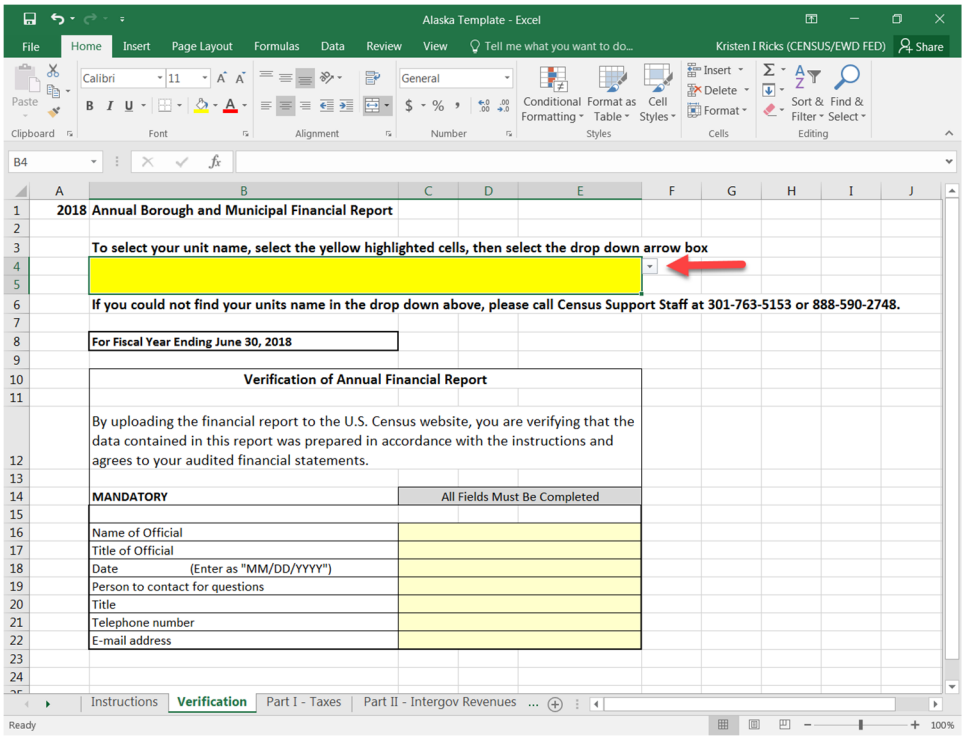
c. Once the template opens in Excel, enter your User Name and Password into the highlighted fields.



d. Then, select the Verification tab.



e. Using the drop down arrow, select the appropriate community name from the menu.



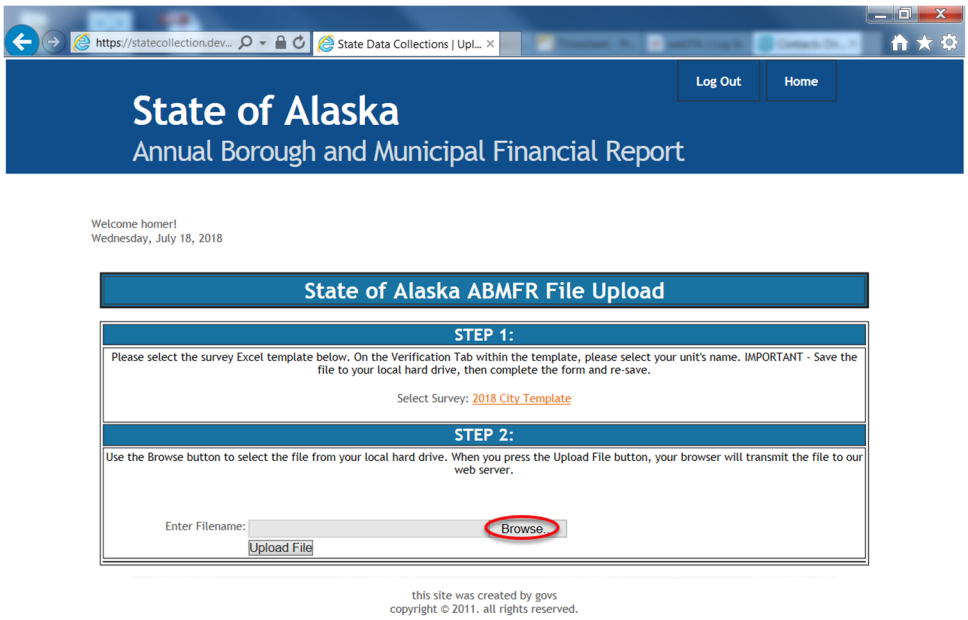
f. Save the template to your local hard drive. (Ex.: homer2018.xlxs)

g. Complete Parts I – XI and re-save to your local hard drive.

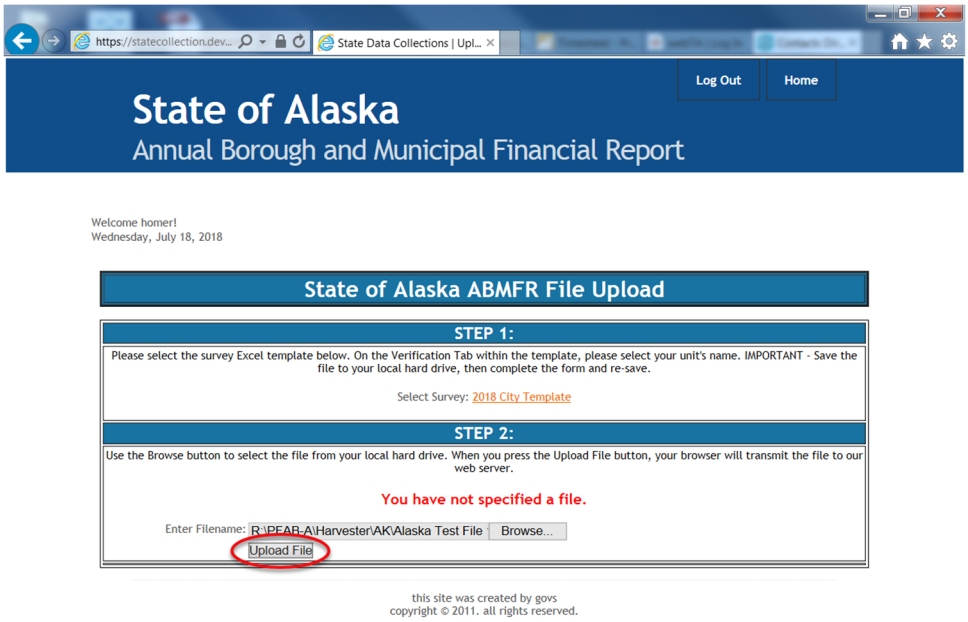
III. Upload Survey

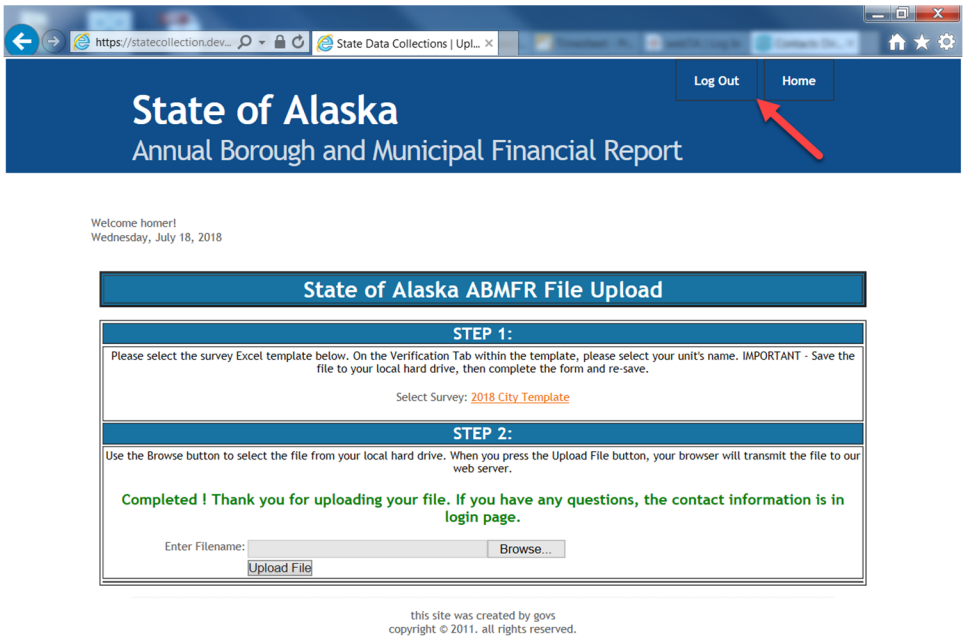
a. Log in to the State Data Collection website using steps from Part I.

b. From the File Upload screen – Step 2, select Browse to find the completed Annual Financial Report on your local hard drive.



c. Once the completed file has been selected from the hard drive and the Filename field is populated, select Upload File.



d. You will receive a notification once file has successfully uploaded.

e. Click 'Log Out.'